

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JULY 5, 2005 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, S. Hurley, G. Majeran, R. Peeples,
D. Richards & L. Thorogood

Director of Finance & Administration G. Switenky
Administrative Assistant S. Mayer

Press (2)

Absent: Town Manager R. Stoutenberg

Call to Order: Mayor J. Hunter called the meeting to order at 6:30 p.m.

1/2. **Agenda Additions/Approval:**

Motion 05:07:01 Moved by Councillor Hurley to approve the agenda with the following additions for In Camera:

13. In-Camera Items

- (a) COA Appraisal
- (b) Land Matter
- (c) Ambulance Contract Negotiations.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held on June 21, 2005

Motion 05:07:02 Moved by Councillor Majeran that the Minutes of the Regular Meeting of Council held on June 21, 2005 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the June 21, 2005 Minutes

I. None

4. **Citizen's Forum:** (a) No one was present at the Citizen's Forum

5. **Delegations:** (a) 6:50 P.M. Detachment Commander, Sgt. Kevin Picard, RCMP re: Introduction of New Members & Stats

Sgt. K. Picard, Cst. J. Peck and Cst. B. Zilinski members of the RCMP entered the meeting at 6:50 p.m.

Sgt. K. Picard introduced two new members to the Stettler RCMP Detachment: Cst. James Peck and Cst. Blair Zilinski. Both Constables gave a brief history of their background.

Cst. J. Peck advised that he was on duty on July 1st and that for the most part the public appeared to be reasonably cooperative with the new Smoking Bylaw regulations.

Sgt. K. Picard's daughters Emily and Breanna were in attendance and presented members of Council, Administration and Media with RCMP pins.

Mayor Hunter welcomed the new members and thanked everyone for attending the meeting.

Sgt. K. Picard, Emily & Breanna Picard, Cst. J. Peck and Cst. B. Zilinski departed from the meeting at approximately 6:57 p.m.

No RCMP stats were provided at this meeting. Sgt. K. Picard informed Council that he will present stats in the fall after the busy summer season.

6. Administration: Mayor Hunter, with the concurrence of Council, varied the order of the Agenda and moved discussion of item 6(a) to follow item 6(h).

(b) Memo re: Utility Undercharge

Councillor Richards declared a possible conflict of interest and by departing the Council Chambers excused him self from voting and discussion on this item.

Director of Finance & Administration G. Switenky informed Council that staff discovered that a small commercial office property located in the downtown core is connected to the Town's sewer system, however has never been billed for a basic/flat monthly sewer service (\$14) or the basic/flat component of the monthly water charge (\$11). The property is currently receiving metered water via an internal connection with the adjacent property. The adjacent property owner formerly owned both properties.

Director of Finance & Administration G. Switenky stated that the current owner accepts responsibility for the maximum charges per Town policy. The amount owing reflects current rates. Total amount owing is \$600.00.

Motion 05:07:03

Moved by Councillor Campbell that the Town of Stettler Council approve charges for water and sewer services in the amount of \$600 to the owners of 5005 – 49th Street for a utility account billing correction as per policy VI-3(f) and that the owners of 5005 – 49th Street be allowed to obtain metered water via the adjacent property subject to the establishment of a monthly flat fee account with the Town. And further that the owners be required to establish a separate water connection as a condition for the issuance of any building permit in the future.

MOTION CARRIED
Unanimous with the abstention of
Councillor Richards

Councillor Richards returned to the meeting.

Councillor Thorogood arrived at the meeting. (6:40 p.m.)

(c) Memo re: Regional Fire Chief Agreement

Director of Finance & Administration G. Switenky reviewed the memo pertaining to the proposed Regional Fire Chief Agreement. He noted that Council has previously (May 17, 2005) endorsed participation in a regional Fire Chief position.

Based on the approved annual budget, costs will be split on a 50/50 basis between the Town and the County. The County has the option of cost sharing with the Villages and Summer Villages per Schedule A of the Agreement.

The Agreement will remain in force for a period of five years unless earlier terminated.

The Fire Chief will be an employee of the Town of Stettler reporting to the Town Manager. The Fire Chief will consult with the County COA, as well as liaise with other fire departments.

It was noted that that the Village of Gadsby did not attend any of the meetings regarding this agreement. The Regional Partnership Consultant will need to coordinate and finalize their willingness to participate.

Discussion ensued regarding the structure of the proposed Stettler Fire Commission which is comprised of two members from the Town, two members from the County and one member from each Village and Summer Village. Therefore, the Town will have less than 50% of the voting percentage. In order to be consistent with the 50/50 cost sharing responsibilities, the voting structure should be appropriately weighted.

Director of Finance and Administration G. Switenky pointed out that Section 9 to the Agreement identifies the duties of the Commission. The Commission is an advisory body that can only make recommendations for approval by the Parties (Municipalities). Section 8 also states that the Commission does not have the power to authorize any expenditure. In addition Section 10 states that the Commission cannot commit any Party to any action.

Mayor Hunter temporarily suspended discussion on this matter at 6:50 pm to accommodate a time sensitive Delegation as per Item #5 on the Agenda.

Refer to Item #5 for recorded minutes.

Mayor Hunter resumed discussion respecting the Regional fire Chief Agreement at 6:57 p.m.

Discussion continued regarding the Dispute Resolution process included in Clause 22 that could address any unresolved issues created by the actions of the Commission.

Considerable roundtable discussion ensued regarding the Commission and the Dispute Resolution process.

It was pointed out that the final Agreement should be revised to consistently use the term "Committee" or "Commission" but not both.

Motion 05:07:04

Moved by Councillor Campbell that the Town of Stettler Council authorize the execution of the Stettler Regional Partnership Regional Fire Chief Agreement with terms as substantively presented.

MOTION CARRIED (5-2)

Opposed: Mayor Hunter and
Councillor Richards

(d) Stettler Regional Fire Chief Job Description

The proposed Stettler Regional Fire Chief Job Description was briefly reviewed. It was noted that a change to item 2(c) respecting table top exercises be made by deleting "if possible" to "when required".

Councillor Peeples requested clarification of the recommended Level 2 Investigator qualification. Director of Finance & Administration G. Switenky will follow up on this matter.

Motion 05:07:05

Moved by Councillor Thorogood that the Town of Stettler Council accept the Stettler Regional Fire Chief Job Description as amended.

MOTION CARRIED

Unanimous

(e) Memo re: 2005 Municipal Sponsorship Grant Application

As outlined in the memo, Director of Finance & Administration G. Switenky cited that most of the municipalities in the region will support the Town of Stettler submitting an inter-municipal application for a 2005 Sponsorship Grant; directing maximum funding towards the Leisure Centre. For this commitment the Town has verbally offered to consider directing some of its available future Sponsorship funding towards inter-municipal project(s) in other municipalities provided there is a relatively clear regional benefit.

With regional support, an Enhanced Intermunicipal application should realistically result in a minimum of \$150,000 towards the Leisure Centre.

Motion 05:07:06

Moved by Councillor Peeples that the Town of Stettler Council approve participating in and supporting a 2005 Enhanced Intermunicipal Project Grant Application through the Municipal Sponsorship Program to construct the Leisure Centre Fitness Development and Renovations. And that the Town of Stettler Council approves allocating 100% of its eligible enhanced grant to this project, with the Town of Stettler acting as the Managing Partner.

MOTION CARRIED
Unanimous

(f) Town Manager's Report

Motion 05:07:07

Moved by Councillor Hurley that the Town Manager's Report for the month of June be accepted as presented.

MOTION CARRIED
Unanimous

(g) Leisure Centre Update

Director of Finance & Administration, G. Switenky explained that the project is a few days behind schedule. The foundation for the second pool has been poured.

(h) Accounts Payable in the amount of \$680,882.84

Motion 05:07:08

Moved by Councillor Peeples that Accounts Payable for the period ending June 29, 2005 in the amount of \$680,882.84 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

(a) Discussion re: Naming/Recognition Criteria

Director of Finance & Administration G. Switenky stated that the document before Council is the same draft that had been presented at a previous Council Meeting on June 21, 2005.

Mayor Hunter, with the concurrence of Council, decided to consider the establishment of Recognition Awards separately from the consideration of Complex Naming Criteria.

Roundtable discussion ensued regarding the creation of the Stettler Community Recognition Award and the Stettler Lifetime Achievement Award as drafted by the Parks and Leisure Services Board.

The Stettler Community Recognition Award requires a successful applicant to achieve a minimum of 90 points from a standardized point system totaling 740. The point system is categorized as follows:

Community Involvement:
Mandatory Category with 420 points available

Sporting Recognition:
Optional Category with 160 points available

Cultural Recognition:
Optional Category with 160 points available

The form of recognition is a standardized 8" x 10" plaque to be mounted in the community.

The Stettler Lifetime Achievement Award requires a successful applicant to achieve a minimum of 400 points from the same standardized point system; however 200 points must be generated from the mandatory category. The form of recognition is not standardized and will be a structure erected in their honor with the relevant history mounted on it.

Further discussion ensued regarding whether Council should pay all ceremonial and presentation costs, and if so, should Council set a maximum amount to be spent for each Award.

Motion 05:07:09

Moved by Councillor Thorogood that the Town of Stettler Council approve in principle the establishment of the Stettler Community Recognition Award and the Stettler Lifetime Achievement Award as recommended by the Parks and Leisure Services Board with the following change:

1. That all ceremonies and costs for presentation will be paid by the Town of Stettler to the following maximums:

Stettler Community Recognition Award	\$ 500.00
Stettler Lifetime Achievement Award	\$2,000.00

And that the Town of Stettler Council direct Administration to draft an official Town Policy for Council's consideration.

MOTION CARRIED
Unanimous

Mayor Hunter recessed the Regular Meeting at 8:00 p.m.

Mayor Hunter reconvened the Regular Meeting at 8:07 p.m.

Discussion continued in detail regarding the Complex Naming Criteria as drafted by the Parks and Leisure Services Board.

The primary issues/concerns debated included:

- i. Whether a Major Complex/Facility should be made available for renaming and presentation to a successful recipient of a Stettler Lifetime Achievement Award, without any monetary contribution.
- ii. Whether a single part of a Major Complex/Facility (interior site, single ball field, single soccer pitch etc.) should be made available for renaming and presentation to a successful recipient of a Stettler Lifetime Achievement Award, without any monetary contribution.
- iii. Provided a Major Complex/Facility, or single part thereof, is made available for renaming and presentation to a successful recipient of a Stettler Lifetime Achievement Award, should the minimum point value required be greater than that of receiving a regular lifetime award; in order to justify the renaming of a facility in perpetuity.
- iv. Review of the recommended minimum amounts required as a corporate or legacy contribution to allow a Major Complex/Facility, or single part thereof, to be renamed for a specific term.
- v. Adding a recommended minimum term for an agreement allowing a Major Complex/Facility, or single part thereof, to be renamed.
- vi. Whether the generic name of a Major Complex/Facility should remain as part of any new name.
- vii. The requirement for a comprehensive list of all Major Complex/Facilities, or single parts thereof, that would be considered available for renaming under policy.

Motion 05:07:10

Moved by Councillor Richards that the Town of Stettler Council approve in principle the Complex Naming Criteria as recommended by the Parks and Leisure Services Board with the following changes and/or inclusions:

- i. Consideration to name an entire major Complex/Facility will include corporate or legacy contributions only. Exceeding the required point values as required by the Stettler Lifetime Achievement Award will not be considered.

- ii. It is recommended that corporate or legacy contributions required to name a major Complex/Facility, or a single part thereof, be entered into with a minimum 5 year term agreement.
- iii. Administration is requested to individually list all major Complex/Facility sites available for naming.
- iv. With the exception of all major Complex/Facilities, any part of the interior of a major Complex/Facility, single playing field or section of a park/trail may be considered for renaming without any monetary contribution provided a Stettler Lifetime Achievement Award has been granted with a minimum point value of 650 or greater.
- v. In renaming a major Complex/Facility, the original/generic name of the Complex/Facility shall remain and be incorporated into the new name.

And that the Town of Stettler Council direct Administration to draft an official Town Policy for Council's consideration.

MOTION CARRIED (5-2)

Opposed: Councillors Majeran & Peoples

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- June 21 - Town Office duties.
- June 23 - Ribbon Cutting at Employment Centre.
 - School Awards luncheon.
 - Ag. Society Meeting.

(b) Councillor Campbell

- June 23 - Centennial Celebration Meeting.
- June 28 - Regional Partnership Meeting.
- June 30 - Centennial Celebration Meeting.

(c) Councillor Hurley

- June 23 - Centennial Celebration Meeting.
 - Town & Ag. Society Meeting.

(d) Councillor Majeran

- No meetings to report.

(e) Councillor Peebles

-No meetings to report, however he did an interview with CKRD-TV regarding the Smoking Bylaw.

(f) Councillor Richards

-June 23 - Employment Centre Opening.

-June 29 - Ambulance Board Meeting re: Union Negotiations.

-July 2 - Contacted by RDTV for interview. Declined as timing was not convenient.

(g) Councillor Thorogood

-June 23 - Meeting at Town Office with Ag. Society re: Long-term planning considerations.
- Ribbon cutting at Human Resources Employment Centre.

-June 24 - Marketing Corporation Meeting re: proposal for training centre, very interesting concept, would be great for Town, service industries, etc.

-June 26 - Parks & Leisure Services Board Stakeholders Meeting.

8. **Minutes:**

(a) Centennial Celebration Meeting of June 23, 2005

(b) Stettler Parks & Leisure Board Meeting of June 13, 2005

The next meeting will be held on July 6, 2005.

(c) E-911 Central Alberta User Group Meeting of June 7, 2005

Councillor Thorogood inquired as whether the Town has a representative on the E-911 Central Alberta User Group. Director of Finance & Administration G. Switenky will follow up on Councillor Thorogood's request.

(d) Stettler Waste Management Authority Meeting of June 10, 2005

Discussion ensued regarding the amount of compost waste being deposited in the landfill. Mayor Hunter advised that the matter should be addressed by the Authority.

Motion: 05:07:11

Moved by Councillor Thorogood that the Minutes, items (a) to 8(d) inclusive be accepted for information.

MOTION CARRIED
Unanimous

9. **Public Hearings:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Summer Village of White Sands
(b) County of Stettler re: Recreation Cost Sharing Agreement
- Discussion ensued with Members of Council expressing their disappointment regarding the County's decision to postpone considering a per capita increase to the Recreation Agreement until their 2006 budget.
- Mayor Hunter advised that the County contribution for 2005 will be \$16.00 per capita which is the same amount as in 2004.
- Mayor Hunter will be discussing this issue with Reeve Marshall.
- (c) High River Times
(d) Premier of Alberta

Motion: 05:07:12

Moved by Councillor Peeples that the correspondence items 11(a) to 11(d) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Additions:** (a) None
13. **In-Camera Session:** (a) COA Appraisal
(b) Land Matter
(c) Ambulance Contract Negotiations

Motion 05:07:13

Moved by Councillor Richards that the Town of Stettler Council proceed into an In-Camera Session.

MOTION CARRIED
Unanimous at 8:55 p.m.

Director of Finance & Administration G. Switenky and Administrative Assistant S. Mayer departed the meeting at approximately 8:55 p.m.

Director of Finance & Administration G. Switenky returned to the In-Camera meeting following item 13(a) at approximately 9:05 p.m.

Motion 05:07:14

Moved by Councillor Majeran that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 9:15 p.m.

14. Adjournment:

Motion 05:07:15

Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 9:15 p.m.

Mayor

Director of Finance & Administration